

TOWN OF EMBDEN

OFFICE PERSONNEL SUBSTITUTE POLICY

A. The Board of Selectmen hereby adopts the following Policy for utilization by the Town of Embden not requiring a substitute to be called in to cover for either of the following elected positions unless the official is going to be out of work exceeding two (2) entire days of work or otherwise requested by the official (e.g. Tax Collector covering for another municipality);

a) Tax Collector

b) Town Clerk/Treasurer

In the case that either elected personnel is out more than the amount of time stated above, the qualified deputy of that official (chosen by that official) will be called upon to substitute, providing he/she is available for work. The qualified deputy will be compensated at the State of Maine's hourly minimum wage rate of pay. The qualified deputy is responsible for reporting hours worked on a time card and will be paid on the next town payroll warrant. In the event the deputy is not available for work the Board of Selectman shall come up with a reasonable solution to ensure that town affairs continue in the most unrestrictive environment as possible as allowed by State of Maine law. These rules and subsequent modifications shall supersede any policy and rules made previously by the Board of Selectmen.

B. The Town may delete, amend, modify or change any or all of the provisions contained in this Policy without prior notice. The provisions set forth are not contractual, but rather, are for the general guidance of the Town in its relationship with its elected office personnel.